

# REQUISITION

Ship To: Indiana Dept of Administration  
Facilities Management  
312 W WASHINGTON ST RM E024  
INDIANAPOLIS IN 46204

Bill to: Indiana Dept of Administration  
Controller's Office  
402 W WASHINGTON ST RM W478  
INDIANAPOLIS IN 46204

Requisition No. 0000006471	Date 02/16/2010	Required Date 02/28/2010	Page 1 of 1
Fund/Object/Center: 10620/ 546007 / 160000			
Dept Number: 039095			
Project Number:			
Requisition Number: 0000006471			
Requestor: EPTRN54 EPro Training ID 54			
Agency Number: 00061 Department of Administrat			
Facility:			

## MUST COMPLETE FOR ICPR

☐ Print REQ  
☐ Streamline Eligible

Line	Item	Description	Quantity	UOM	Unit Price	Ext Amt
1-1		This copier is to be used for customer assistance in our Central Office. RICOH AFICIO MP C3300 COPIER	1.0000	SVR	2,724.0000	2,724.00
		LEASE PERIOD TOTAL 48 MONTHS STARTING 07/01/2010 - 06/30/2014 CONSISTING OF C3300 COPIER 142.00 X 12 MONTHS WITH THE FOLLOWING ACCESSORIES SORTING STAPLER FINISHER SR790 14.50 X 12 PUNCHER KIT 10.50 X 12 MINIMUM VOLUME COMMITMENT \$60.00 X 12 (7500 IMPRESSIONS) THIS LINE LEASE PERIOD IS FOR 07/01/2010-06/30/2011				
2-1		RICOH AFICIO MP C3300 COPIER	1.0000	SVR	2,724.0000	2,724.00
		LEASE PERIOD TOTAL 48 MONTHS STARTING 07/01/2010 - 06/30/2014 CONSISTING OF C3300 COPIER 142.00 X 12 MONTHS WITH THE FOLLOWING ACCESSORIES SORTING STAPLER FINISHER SR790 14.50 X 12 PUNCHER KIT 10.50 X 12 MINIMUM VOLUME COMMITMENT \$60.00 X 12 (7500 IMPRESSIONS) THIS LINE LEASE PERIOD IS FOR 07/01/2011-06/30/2012				
3-1		RICOH AFICIO MP C3300 COPIER	1.0000	SVR	2,724.0000	2,724.00
		LEASE PERIOD TOTAL 48 MONTHS STARTING 07/01/2010 - 06/30/2014 CONSISTING OF C3300 COPIER 142.00 X 12 MONTHS WITH THE FOLLOWING ACCESSORIES SORTING STAPLER FINISHER SR790 14.50 X 12 PUNCHER KIT 10.50 X 12 MINIMUM VOLUME COMMITMENT \$60.00 X 12 (7500 IMPRESSIONS) THIS LINE LEASE PERIOD IS FOR 07/01/2012-06/30/2013				
4-1		RICOH AFICIO MP C3300 COPIER	1.0000	SVR	2,724.0000	2,724.00
		LEASE PERIOD TOTAL 48 MONTHS STARTING 07/01/2010 - 06/30/2014 CONSISTING OF C3300 COPIER 142.00 X 12 MONTHS WITH THE FOLLOWING ACCESSORIES SORTING STAPLER FINISHER SR790 14.50 X 12 PUNCHER KIT 10.50 X 12 MINIMUM VOLUME COMMITMENT \$60.00 X 12 (7500 IMPRESSIONS) THIS LINE LEASE PERIOD IS FOR 07/01/2013-06/30/2014				

The following UN/CEFACT Unit of Measure  
Common Codes are used in this document:  
SVR Service

Requisition Total \$ 10,896.00

Requestor Signature	I certify that the item[s] requested is [are] necessary for the operation of this State Agency.	
	Printed Name of Agency Head or Authorized Employee	Authorized Signature

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## Training

Status: Active Ship To: 061FAC11 [Modify Shipping Address](#)

Attention: EPro Training ID 54 WELCOME1

Distribute by: Qty SpeedChart:

Accounting Lines

Line	Status	Dist Type	Location	Quantity	Percent	Amount	GL Unit	Fund	Account	Program	Dept	Bud Ref	PC Bu
1	Open		061PRC	1.0000	100.0000	2,724.000	00061	10620	546007	16000	039095	2010	

2 RICOH AFICIO MP C3300 COPIE 1.0000 Service 2,724.000 2,724.000

☐ Consolidate with other Reqs ☒ Override Suggested Vendor

Shipping Line: 1 Due Date: 02/28/2010 Quantity: 1.0000

Status: Active Ship To: 061FAC11 [Modify Shipping Address](#)

Attention: EPro Training ID 54 WELCOME1

Distribute by: Qty SpeedChart:

Accounting Lines

Line	Status	Dist Type	Location	Quantity	Percent	Amount	GL Unit	Fund	Account	Program	Dept	Bud Ref	PC Bu
1	Open		061PRC	1.0000	100.0000	2,724.000	00061	10620	546007	16000	039095	2011	

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Address: https://financial.gmis.in.gov/psp/strn/EMPLOYEE/ERP/c/PV\_MAIN\_MENU.PV\_REQUISITIONS.GBL?Page=PV\_REQ\_FORM&Action=U

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4 RICOH AFICIO MP C3300 COPIE 1.0000 Service 2,724.000 2,724.000

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